

National Aeronautics and Space Administration



**Headquarters**

Washington, DC 20546-0001

November 30, 2018

Office of Communications

Emma Best  
MuckRock News  
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Somerville, MA 02144  
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FOIA: 19-HQ-R-00003

Dear Ms. Best:

Thank you for your Freedom of Information Act (FOIA) request dated and received February 19, 2018, at the National Archives and Records Administration. Your request was then transferred and received at the National Aeronautics and Space Administration (NASA) Headquarters FOIA Office on October 16, 2018, for further processing. Your request was assigned FOIA tracking number 19-HQ-R-00003 and was for:

Copies of all SF-311 forms submitted to NARA from all agencies for all available years. As such, my primary purpose is to inform about government activities by reporting on it and making the raw data available and I therefore request that fees be waived.

The NASA Headquarters program office received 22 documents consisting of the 47 pages of records responsive to your request. Please be advised, portions of the documents are being withheld pursuant to FOIA Exemption 5 U.S.C. §552 (b)(1)(B), (b)(6) and (b)(7)(E).

FOIA Exemption 5 U.S.C. § 552 (b)(1)(B), “. . . protects information that has been deemed classified “under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy” and is “in fact properly classified pursuant to such Executive order.” NASA is invoking this exemption to protect properly classified information concerning intelligence activities.

FOIA Exemption 5 U.S.C. § 552 (b)(6), “. . . personnel and medical files and *similar files* the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.” NASA is invoking Exemption (b)(6) to protect the work phone numbers for its lower level employees.

FOIA Exemption 5 U.S.C. § 552 (b) (7) (E) “. . . would disclose techniques and procedures for law enforcement investigation or prosecution, or would disclose guidelines for law enforcement investigations or prosecution if such disclosure could reasonably be expected to risk circumvention of the law.” NASA is invoking FOIA Exemption (b)(7)(E) to protect the names and relationships of certain IT systems which if released could compromise NASA’s IT critical infrastructure. A release of this type of information could also obstruct the ability of NASA’s Information Technology Office to protect its systems from malicious attacks or intrusions.

You have the right under 14 CFR §1206.700 to appeal this initial determination within 90 days from the date of this letter. Your appeal must be in writing and should be addressed to:

Administrator  
NASA Headquarters  
Executive Secretariat  
MS 9R17  
Washington, DC 20546  
ATTN: FOIA Appeals

The appeal should be marked “Appeal under the Freedom of Information Act” both on the envelope and the face of the letter. A copy of your initial request must be enclosed along with a copy of the adverse determination and any other correspondence with the FOIA office. In order to expedite the appellate process and ensure full consideration of your appeal, your appeal should contain a brief statement of the reasons you believe this initial decision to be in error.

Prior to filing an appeal, you may contact NASA’s Principal FOIA Officer/Chief FOIA Public Liaison, Nikki Gramian, via telephone at 202-358-0625 or via e-mail at [Nikki.N.Gramian@NASA.gov](mailto:Nikki.N.Gramian@NASA.gov) to obtain further assistance or seek dispute resolution services for any aspect of your request. You may also send correspondence to Ms. Gramian at the following address:

National Aeronautics and Space Administration (NASA)  
Freedom of Information Act Office  
NASA Headquarters  
Attn: Nikki Gramian  
Principal Agency FOIA Officer  
300 E Street, S.W., 5P32  
Washington D.C. 20546  
(Fax) 202- 358-4332

Additionally, you may contact the Office of Government Information Services (OGIS) at the national Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
[Telephone: \(202\) 741-5770](tel:(202)741-5770)  
[Toll free: 1-877-684-6448](tel:1-877-684-6448)  
[Fax: \(202\) 741-5769](tel:(202)741-5769)

**Important:** Please note that contacting any agency official including the undersigned or NASA's Principal FOIA Officer and/or OGIS referenced above is not an alternative to filing an administrative appeal and does not stop the 90 day appeal clock.

In accordance with § 1206.804 (c), after consultation with the NASA Headquarters General Counsel Office, I am the official responsible for the denial of your request.

Fees for processing this request are less than \$50.00 and are not being charged in accordance with 14 CFR §1206.503(c). I am the official responsible for this denial. If you have further questions, please feel free to contact me at [hq-foia@nasa.gov](mailto:hq-foia@nasa.gov) or (202) 358-2462, or you may contact the NASA's Chief FOIA Public Liaison, Ms. Nikki Gramian.

Sincerely,



Josephine Sibley  
Headquarters  
FOIA Public Liaison Officer